



**PENTAGON RENOVATION PROGRAM  
PROGRAM MANAGER'S DIRECTIVE 98-02**

**OPERATING INSTRUCTIONS**

**November 16, 1998**

It has become evident that a more formal structure of operational instructions is needed to ensure that the Pentagon Renovation Program meets its goal of rebuilding the world's largest office building "on time, on schedule, . . . for the next fifty years". To this end, the following types of documentation will govern the program.

**Program Manager's Directives** will provide general direction and tasking. They will be used to assign responsibility. In addition, they will be:

- Numbered and dated
- Directed to PENREN managers
- Normally circulated to OIPT, IIPT, and Group Leaders in draft for comment
- Available on the office central hard drive and the website after signature by the Program Manager

**PENREN Operating Instructions** will provide specific direction and tasking. They will be used to assign responsibility and to provide overall policy for program operations. In addition, they will be:

- Numbered and dated
- Directed to both the PENREN workforce and to customers
- Normally circulated first to PENREN managers and then to customers in draft for comment
- Available on the office central hard drive and the website after signature by the Deputy Program Manager

**Group Leader Operating Instructions** will provide detailed procedures for day-to-day operations. They will provide a consistent operating framework for PENREN managers. In addition, they will be:

- Numbered and dated
- Directed to the PENREN workforce
- Normally circulated between group leaders in draft for comment
- Available on the office central hard drive and the website after approval

**This directive is effective as of November 16, 1998 and remains in effect until modified or rescinded.**

Walker Lee Evey  
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Pentagon Renovation